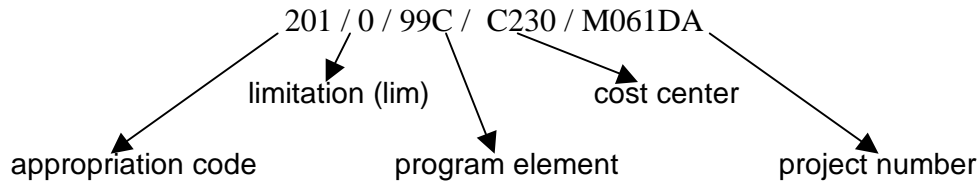


## Entering Accounting Codes into TEServ

Processing travel documents through TEServ is a completely electronic process. It is critical that accounting codes are entered in the proper format for the system to work. When you are provided with an accounting code from you business manager or program analyst it will usually look something like this:



To enter a new accounting code into to TEServ you must be in a document (authorization or voucher). Click on the hyperlink “Accounting Code”. Click on the button **Add** New Accounting Code. Enter the Accounting code as described below:

**(1) Type brief description of funding line (maximum 15 characters)**

**(2) Select your organization from the pick list**

**(3) This will always be the number “1”**

**(4) Enter the first letter of the region whose funding is being cited**

**(5) Enter Appropriation code, a “.” (period) then the Limitation**

**(6) Enter the Cost Center**

**(7) Enter the Program Element**

**(8) Enter one complete object class**

**(9) Blank unless entering a Course & Class**

**(10) Enter the Project Number**

**(11) Blank unless entering a Course &**

**(12) Blank unless code is for Central Funded**

The form includes fields for: AGENCY, REGION, APPROP. ELEM, COST CENTER, PROG ELEM, OBJ CLASS, SMCS, PROJ NO, STAT DATA, and COURSE.CLASS. It also has a checkbox for "Save Accounting Code code and extended Accounting Code codes to master list" and buttons for "Save" and "Cancel".

Once you have entered the codes into the indicated fields check “Save Accounting Code code and extended Accounting Code codes to master list”. Click on the button **Save** Acct Code Updates. The code will be saved to the current document and the master list so you will not have to enter it again.

- (1) **Label:** This lets the person entering the code; label the accounting line with a familiar description, such as project title or name of a class.
- (2) **Organization:** The Routing Symbol of the organization funding the travel. This field lets TEServ know which lines of accounting to make available to the travelers in that organization. Click on the drop down menu and select your organization.
- (3) **Agency:** A one ("1") is the only thing that should be entered here for the FAA, and is always entered, regardless of other variables that will be discussed later, do not leave it blank.
- (4) **Region:** Enter a "T" for the Technical Center, a "W" for Washington, OR an "A" for the Aeronautical Center. These are the most common regions used, for a complete list of region codes, please refer to Appendix 6 of FAA Order 1375.7E. One (and ONLY one) character must be entered in this field, do not leave it blank. This should be the region providing the funds, not necessarily the region creating the document. For training in Oklahoma, please enter a "T," even though Aeronautical is the funding region.
- (5) **App.Lim:** (Appropriation.Limitation) The appropriation code then a period (.), then the lim are entered here. It will look something like this: 001.0 or 082W.0 Do NOT use slashes, dashes, spaces, or smiley faces, just a period(.). This field also must be filled in, do not leave it blank. Valid Appropriation and Limitation Codes can be found in FAA Order 1375.6B, Chapter 2. Lim 0 = Direct Fund Lim 8 or 9 = Reimbursable Funds
- (6) **Cost Center:** Enter the cost center in this field. This must be a valid cost center found in FAA Order 1375.7E. The cost center is either 4 or 6 digits. If you are unsure which number is the cost center, see the accounting string above which has been diagrammed for you and labeled, or check with your program analyst. This field will be left blank only if you are entering the accounting for a course and class, otherwise it must be filled in.
- (7) **Program Element:** Enter the program element. This must be a valid, current Program Element, which can be found in FAA Order 1375.6B, Chapter 4. This is often (but not always) a 3-digit number for the Technical Center. If you are unsure which number is the program element, see the accounting string below which has been diagrammed for you and labeled. You will notice that the Cost Center and the Program Element are in reverse order on this form, which has led to some confusion. This field will be left blank only if you are entering the accounting for a course and class, otherwise it must be filled in. If still unsure, please check with your administrative staff before entering.
- (8) **Object Class:** Enter a valid object class in this field. These can be found in FAA Order 1375.6B, Chapter 5. This field will be left blank only if you are entering the accounting for a course and class for centrally funded training, otherwise it must be filled in. Object classes are always 4 characters in length.

- (9) **SMCS:** (System Mac Code Support) This field will be left blank unless you are entering a course and class for centrally funded training, in which case you will enter "C (space)(space) 2"
- (10) **Project Num:** Enter the full project number. This field will be left blank only if you are entering the accounting for a course and class, an aeronautical project, or OPS for Washington, otherwise it must be filled in. A valid, current project number can be obtained from your Program Analyst.
- (11) **Stat Data Z:** This field will be blank unless you are entering a course and class, in which case you should enter a "P."
- (12) **Course.Class:** This field will be blank unless you are entering a course and class, in which case you should enter the course number.class number, please do not put slashes, dashes, or spaces in between, just the period (.) They are always 5 digits each. The class always begins with the fiscal year. If you are entering a reimbursable line of accounting, please call your program analyst for specific directions.